

For Office Use:
Application No.: _____ / _____
Received Date: _____
Received By: _____

**Jockey Club Black Box Theatre
Booking Application Form**

Notes:

- 1 Please read the "Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre" and the "Terms and Conditions of Hiring of the Jockey Club Black Box Theatre, Galleries, Central Courtyard and Subsidiary Venues of Jockey Club Creative Arts Centre" before completing the application form.
- 2 Notices regarding Personal Data (Privacy) has been listed on the Guidelines. For enquiry, please contact 2353-1311 or visit www.jccac.org.hk for details.

**Delete where inapplicable ✓ where applicable*

PART I

Section A (For individuals)

Name of Applicant Mr./ Ms.* _____ (English) _____ (Chinese)
HKID No. / Passport No.* _____ Tel _____ Fax _____
Address _____
_____ Email _____

Section B (For Organisations)

Name of Organisation (English) _____
(Chinese) _____
Nature of Organisation Registered non-profit-making Registered Charity Government Department
 JCCAC Tenant (Unit: _____) Academic Institute Religious
 Commercial Private Other: _____
Name of Contact Person Mr./ Ms.* _____ (English) _____ (Chinese)
Position Held by Contact Person _____ Tel _____ Email _____
Address _____
_____ Fax _____ Website _____

PART II

Name of Programme _____ (English)
_____ (Chinese)
Nature of Programme Drama Dance Multi-media Music Film Other: _____

Details of Programme (e.g. theme, title, content, target audience, artists/speakers etc. Please continue on separate pages if necessary.)

Co-presenter (if any) _____

Apply for Concession Hiring Charges (Tier 2 Hiring Charges) Yes No

(When apply, please confirm all the co-presenters of this event should be Non-Profit making and provide supporting document according to Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre)

Total numbers of performance _____ Commencement Time _____ Estimated number of Audiences/ Participants _____

Ticketing Art-mate URBTIX _____
 Others _____ Admission Fee \$ _____ / Free*

In addition to our venue, have you submitted a booking application to other venues for the programme stated above? If yes, please specify: (venue / date) _____

Apply for JCBTSS Yes (Please submit attachment and read the application conditions) No

For details information of the Jockey Club Black Box Theatre Subsidy Scheme (JCBTSS), please contact our Programme Officer during office hour at 2319 2502 or visit [http:// www.jccac.org.hk/jcbbtss](http://www.jccac.org.hk/jcbbtss)

PART III

Please fill in the hiring schedule: (Please use a separate sheet if the space is not enough.)

Perf. = Performance/Conference/Seminar Reh. = Rehearsal/Set-up/Move-out Occ. = Short-term Occupancy#

Date		<input type="checkbox"/> Jockey Club Black Box Theatre Main Stage			<input type="checkbox"/> Theatre Foyer (For extension of the acting area)			Remarks
		0900-1300	1400-1800	1900-2300	0900-1300	1400-1800	1900-2300	
1 st Choice	2 nd Choice							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Short-term occupancy is intended for the hirers to retain the stage setting. **Entering of the space is generally not allowed during the period.**

I confirm that I have read and accepted the contents of the “Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre” and “Rate Card of JCCAC Jockey Club Black Box Theatre”, and declare the information filled in this application form and supplementary information attached is correct and true. I acknowledge the Event shall be carried out in accordance with the above details, and will not transfer or sub-let the venue to other.

If JCCAC accepted our booking, I agree to abide by the Hiring Terms and Conditions of Hiring of The Black Box Theatre of JCCAC and the venue hiring charges shall be made in accordance with the “Confirmation for Hiring of JCCAC Venue”. I also agreed JCCAC may, at its absolute discretion, turn down my application or refuse to the application without the need to give any reasons or explanation.

Signature

Name of Applicant

Chop of Organisation Represented

Position

Date